

SUNSHINE NOTICE: Adequate notice of this meeting was provided by the Board Secretary. It was posted in the Borough Hall, communicated to the South Jersey Times, and filed with the Clerk of the Municipality.

MISSION STATEMENT: Clayton Public School District will collaborate with parents and the community to provide a safe, caring, and engaging learning environment where all students achieve the New Jersey Student Learning Standards along with the knowledge, skills, and experiences to succeed in a global society.

VISION STATEMENT: Preparing Students for the Opportunities of Today and the Future

DISTRICT GOALS:

- 1) Develop a 3-year District strategic plan by June 2018.
- 2) To apply and submit an application for Green Sustainability by June 2018 and work towards certification by January 2019.
- 3) Develop an evaluation tool to accurately assess the resources that support implementation of our District curriculum by June 2018.
- 4) Create and develop opportunities for adult programming throughout the 2017-2018 school year.

**ORDER OF BUSINESS
BOARD OF EDUCATION
CLAYTON PUBLIC SCHOOL DISTRICT
Clayton High School Cafeteria
January 3, 2018 6 p.m.**

I. REORGANIZATION OF THE BOARD OF EDUCATION

- A. Call to Order by the School Business Administrator/Board Secretary
- B. Pledge of Allegiance
- C. Official Election Results

Paul Connell	1,862
Robin Roche	1,944
Steven Awalt - Write-In (3 year term)	10
April Ward - Write-In (1 year unexpired term)	3

- D. Announcement of Terms of Office and Administration of the Oath of Office to New Board Members and Code of Ethics– Frances Adler

2021	Steven Awalt, Paul Connell, Robin Roche
2020	Ron Durham, Jeremiah Long, Milton Reuter
2019	Anthony Grafton, April Ward*, Caite Wolak *to fill unexpired term (Bailey Burnett did not run)

- E. Roll Call
- F. Elect the Board of Education President – Frances Adler
 1. Open the Floor for Nominations
 2. Close the Floor for Nominations
 3. Roll Call Vote

Newly Elected Board President Assumes the Chair

- G. Elect the Board of Education Vice President
 - 1. Open the Floor for Nominations
 - 2. Close the Floor for Nominations
 - 3. Roll Call Vote
- H. Adopt the Rules for Board Governance (Bylaws, Policies, Procedures, Transportation Handbook, and the Administrative Handbook)
- I. Approve collection and maintenance of student records according to 6A:32-7.3
- J. Designate the Newspapers of Record – South Jersey Times; Sentinel; Clayton Free Press
- K. Establish an Annual Meeting Calendar- January thru December 2019 - Attachment I K
- L. Board of Education Accounts/Banking Resolution
Recommendation

Approve the following resolution: BE IT RESOLVED that Fulton Bank of NJ be designated as the approved depository for Clayton School District funds and that the financial institute be required to be insured by either SLIC or the FDIC and/or as required by both Federal and State statutes; AND BE IT FURTHER RESOLVED that the following warrant signatures be approved as follows:

Clayton BOE Warrant Account	Board President, Treasurer, Business Administrator
Clayton BOE Capital Reserve Account	Treasurer, Business Administrator
Clayton BOE Capital Projects Account	Treasurer, Business Administrator
Clayton BOE Payroll Account	Treasurer
Clayton BOE Payroll Agency Account	Treasurer
Clayton BOE Cafeteria Account	Accounts Payable Clerk, Business Administrator
ES General Account/Activities	Building Principal, Business Administrator
Clayton BOE Athletic Account	Business Administrator, High School Principal, Assistant Principal, Athletics
Clayton HS Principal Checking Account	Business Administrator, Building Principal
Clayton HS General/Activities	Business Administrator, Building Principal
Clayton BOE Petty Cash Account	Business Administrator
Performing Arts Center	Business Administrator

M. Appointments January 1, 2019 Through December 31, 2019
Recommendation

Approve the following appointments:

1. Approve a Delegate to the Gloucester County New Jersey School Boards' Association – to be named
2. Approve an Alternate Delegate to the Gloucester County New Jersey School Boards' Association – to be named
3. Appoint a Gloucester County Representative to the Executive Committee of the New Jersey School Boards' Association – to be named
4. Appoint a Parliamentarian and approve Parliamentary Procedures – to be named
5. Appoint a Public Agency Compliance Officer – Frances Adler
6. Appoint a 504 Compliance Officer and Adopt the Grievance Procedures – Joseph Valentino
7. Appoint a Board Secretary – Frances Adler
8. Appoint a Custodian of Records (OPRA) – Frances Adler
9. Appoint a Custodian of Student Records – Debra Hocker
10. Appoint an Acting Board Secretary for Emergency Purposes – Denise Cliver and/or Renee Lavelle
11. Appoint a Homeless Liaison – Rosalyn Downes
12. Appoint a Title IX Coordinator – Daniel Antonelli
13. Appoint an Affirmative Action Officer – Joseph Valentino
14. Appoint a HIB Coordinator – Joseph Valentino
15. Appoint Liaison(s) for the Department of Children Protection and Permanency – Rosalyn Downes
16. Appoint an ADA Coordinator – Charles Schriver
17. Appoint a Qualified Purchasing Agent – Frances Adler with Thresholds: Bid - \$40,000; Quotes - \$6,000 pursuant to N.J.S.A. 40A:11-3(a) and (c); 18A:18A-3(1) and (c).
18. Appoint a Working Papers Issuance Officer – Debra Hocker
19. Appoint a Substance Awareness Coordinator – Debbie Marrero
20. Appoint Jeff Owens as Right to Know/Chemical Hygiene Officer

and Adopt the Plan
21. Appoint Charles Schriver as Safety and Health Designee
22. Appoint Integrated Pest Management Coordinator – Charles Schriver
23. Appoint Indoor Air Quality Designee – Charles Schriver
24. Appoint Right to Know Coordinator - Charles Schriver
25. Renew the Recognition of the Official Bargaining Units – Clayton Education Association and the Clayton Administrators'

Association

26. School Safety Specialist - Matthew Slater

N. Business Office
Recommendation

1. Establish Petty Cash Funds Pursuant to 6:20-2A:8 – Board Office \$250; Business Administrator Checking \$500; Elementary School \$150.
2. Approve Cooperative Purchasing Agreements
3. Approve Minimum Chart of Accounts
4. Approve Procurement of Goods and Services through State Agencies (State Contracts)
5. Approve Valic, Lincoln Investment, and Equitable as the tax shelter annuity companies/brokers
6. Approve payment of bills when necessary between Board meetings with the approval of the Superintendent of Schools. All bills paid will be submitted to the Board at the next regular meeting for ratification.
7. Approve the Superintendent and Business Administrator to approve line item budget transfers as necessary between Board of Education meetings. All such transfers will be reported to the Board of Education, ratified, and duly recorded in the minutes of the next regular meeting (N.J.S.A. 18A:22-8.1 amended).

O. Approve to Continue Participation with NJSIAA

P. Approve the existing Organizational Chart

Q. Approve to dissolve all Standing Committees

Board President to Appoint members to the following committees for the time period January 2019 through December 2019 per the Bylaws: Finance and Facilities; Policy and Legislation; Curriculum and Instruction.

New Committee Members and Chairs*

Curriculum/Instruction
Finance/Facilities
Policy
Negotiations (Ad-Hoc)
Executive

R. Presentation of Business by Visitor(s) for Approval as to Agenda Placement

II. COMMITTEE REPORTS - None

III. VISITORS' REMARKS FOR COMMENTS ON AGENDA ITEMS

Anyone wishing to address the Board during Visitor's' Remarks must state their name and address prior to addressing the Board. Individuals should be aware that the Board cannot discuss personnel issues or items governed by confidentiality laws in the open public session. These matters need to be discussed with the Board in Executive Session.

IV. SCHOOL BUSINESS

A. Gloucester County Special Services Contracts - Attachment IV A
Recommendation

Approve the following GCSSSD contracts for the 2018-2019 school year:

Extended School Year (out of district placements previously approved)	Approximately 11 students at \$4,235 per student
One:One Aide Agreement for Extended School Year	Student 2814499, 27612, 27619, 1701099 at \$3,480 per student
Professional Services through CRESS	Per the fee schedule attachment

B. Archway Tuition Contract 18-19 School Year
Recommendation

Approve the tuition contract for Student 27612 to attend Archway for 139 days at the rate of \$224.22 per day. This was a change in placement.

C. Tuition Contract with Brookfield Schools
Recommendation

Approve the tuition contract for Student 2110999 to attend Brookfield Schools for the 2018-2019 school year in the amount of \$53,820.

V. BUILDINGS AND GROUNDS - None

VI. SCHOOL SAFETY AND SECURITY - None

VII. PERSONNEL

A. Replacement Teacher for Elementary School
Recommendation

Approve Nicole Velez as Replacement Teacher at Simmons Elementary School beginning January 2, 2019 for the duration of an employee's leave of absence at the rate of \$110 per day pending receipt of required paperwork as recommended by the Superintendent.

VIII. COMMUNICATIONS

A. Letter from Patricia Wyckoff - Attachment VIII A

B. Budget Calendar - Attachment VIII B

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS - None

XI. FINANCIAL REPORTS - None

XII. VISITORS' REMARKS

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XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT